

C.I.G. Administrative Instructions [REDACTED]
RESTRICTED

1 of 1

CENTRAL INTELLIGENCE AGENCY
Washington, D.C.

RESTRICTED

25X1A

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

30 December 1947

SUBJECT: Routing of Correspondence

1. a. All correspondence which requires action by the Director's office will be addressed to "Director of Central Intelligence" and delivered to the Executive Registry, Central Records Division, Services Branch, A&M, which is physically located in the Director's office.
b. The Executive Registry will make appropriate routing to staff activities for initiation of action required. In order to facilitate this routing where it is obvious to the originator, the added heading "Attention (indicate appropriate staff activity)" will be included.
2. Routine correspondence initiated within or received by CIA which does not require action by the Director's office will be routed directly to the CIA activity to which it pertains. Examples:
 - a. Appointment, promotion, demotion, transfer, reassignment, etc., of individuals -- To Chief, Personnel Branch, A&M.
 - b. Detail or relief of individuals on duty from IAC agencies -- To Chief, Personnel Branch, A&M.
 - c. Budget and Fiscal matters -- To Chief, Budget and Finance Branch, A&M.
 - d. Services and Supply matters -- To Chief, Services Branch, A&M.
 - e. Routine operational matters -- To the Office charged with responsibility for the subject.
 - f. Matters where routing is covered in published instructions -- In accordance with those instructions.
3. Staff officers reporting to the Executive Director will route all matters requiring action by the Deputy Director and/or the Director, through the Executive Director.
4. All possible required coordination will be completed and indicated on correspondence prior to routing to the Director's office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Captain, USN
Executive Director

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